

NEW STANDARDS FOR RECORDED DOCUMENTS
Effective July 1, 2005

A document submitted for recording that conveys an interest in real property must:

- 1) be printed or typed in black ink at 10-point typeface, on 20 lb. white paper with the dimensions of either 8 1/2 x 11 or 8 1/2 x 14;
- 2) provide the names of the parties;
- 3) provide a legal description of the property;
- 4) have margins that are clear of all markings in these dimensions;
 - at least 3 inches at the top of the first page and 1 inch at the top of all subsequent pages;
 - at least 1 inch on the bottom of each page;
 - at least 1 inch on the sides of each page (**As of April 30, 2007, Side Margins will be 1/2 inch in size.**)
- 5) include the return name and mailing address within the margin of the upper left-hand corner of the first page of each document submitted.

Documents that are acknowledged as having been executed prior to July 1, 2005 will be accepted for recording and considered standard documents.

RECORDING FEES FOR DOCUMENTS THAT MEET THE STANDARD \$7.00 PER PAGE

RECORDING FEES FOR DOCUMENTS THAT DO NOT MEET THE STANDARDS

Documents that are acknowledged and have been executed after July 1, 2005 that do not meet the new document requirements will be charged accordingly;

First five pages	\$11.00 per page
Each subsequent page	\$ 7.00 per page